

# NOTARY PUBLIC ANNUAL REPORT

(Act 1142 of 2003; La.R.S. 35:202)



A notary who fails to timely file his fully completed annual report within sixty days shall have his authority to exercise the duties and functions of the office of notary public automatically suspended [L.R.S.35:202B]

Notary ID number: \_\_\_\_\_

If mailing address or telephone has changed, provide changes below:

\_\_\_\_\_  
\_\_\_\_\_

It shall be the duty of every notary public ... to notify the Secretary of State within 60 days after the date of any change in residential address, mailing address or both. L.R.S.35:191.3(A)

\_\_\_\_\_  
\_\_\_\_\_

Parish of commission: \_\_\_\_\_

Commission anniversary date: \_\_\_\_\_

Commission Type: \_\_\_\_\_

Notary bond or errors & omissions policy expiration date: \_\_\_\_\_

Please note that any non-attorney notary who fails to timely file bond or evidence of insurance coverage "shall be automatically suspended and the notary shall not have authority to exercise any of the duties or functions of a notary." [L.R.S. 35:71(E)]

- If our records indicate your notary bond or errors & omissions policy is up for renewal, forward our office an original or true copy of the bond, approved by the parish clerk of court, **along with a separate filing fee of \$20.**

**Annual Filing Fee (check one):** *Enclose filing fee with this form: check or money order payable to the Secretary of State; do not send cash.*

**Total**

\_\_\_\_\_ I hereby resign my commission as Notary Public. (pay no fee)

I hereby certify that the information provided in this report is a true and complete statement. I understand my oath of office obligates me to notify the secretary of state upon any change in status or loss of any qualification for the commission I hold.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_ Please send me a new Notary ID card which includes my Notary ID number; my additional payment of \$3.00 is enclosed.

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**SEND THIS COMPLETED FORM AND THE APPROPRIATE FILING FEE TO:**

**For further information, please visit our web site at  
or contact our office at**

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